CHIEF OF DETECTIVES

NOTICE
8.1

November 4, 2014

TO: All Sworn Personnel

FROM: Chief of Detectives

SUBJECT: REVISED FIREARM PURCHASE LETTER-APPROVAL AND DISSEMINATION PROTOCOL FOR ON DUTY OR OFF-DUTY DEPARTMENT APPROVED HANDGUNS

The purpose of this Notice is to provide Department sworn personnel the revised protocol for the submittal and approval of the Firearm Purchase Letter (10-day wait exemption), as delineated in Department Manual Section Volume 3/610.19. An upcoming Special Order will reflect the revised protocol.

The California Department of Justice (DOJ) will no longer accept 10-day waiver letters approved by commanding officers. As per California Penal Code Section 27658(b) (1), the DOJ will only accept Firearm Purchase Letters approved by the Department's head of the agency, or Chief of Police (COP).

PROTOCOL:
Department sworn personnel must complete the revised Firearm Purchase Letter with the purchaser's name, rank and serial number. In addition, the firearm information must be listed in the appropriate area.

Once completed, the Firearm Purchase Letter must be submitted as a hard copy or via e-mail to the Area Commanding Officers (CO) or Acting CO of the applicant's division for review and approval. Upon review and approval, the Area CO will e-mail the Firearm Purchase Letter to the Secretary of the Office of Administrative Services (Carrie Firestone, Serial Number V9947). The application will then be reviewed and approved by the Director, Office of Administrative Services. Finally, the letter will be approved by the COP and returned to the applicant.

Should you have any questions, please contact the Investigative Analysis Section, Detective Bureau, at (213) 486-7000.

KIRK J. ALBANESE, Deputy Chief
Chief of Detectives

APPROVED:

STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment
DISTRIBUTION "D"

LOS ANGELES POLICE DEPARTMENT

CHARLIE BECK
Chief of Police

ERIC GARCETTI
Mayor

P. O. Box 30158
Los Angeles, CA 90030
Telephone: (213) 486-0150
TDD: (877) 275-5273
Ref #: 1.3

Date: _____

To: Authorized Firearms Dealer

Re: Employee: _____ _____ _____
Name ***Rank*** ***Serial No.***

Firearm to be purchased: ***Make*** _____ ***Model*** _____ ***Caliber*** _____

This letter serves to certify that the above employee is a full-time paid peace officer as per California Penal Code Section 830.2(a) who is currently employed by the Los Angeles Police Department. The employee is authorized to carry a firearm in the performance of their duties. Under the provisions of California Penal Code Section 27650(a)(1)(2), the employee is authorized to purchase or receive a firearm without the required ten-day waiting period.

Authorized by:

_____ _____
Commanding Officer ***Division***

APPROVED:

SANDY JO MacARTHUR, Assistant Chief
Director, Office of Administrative Services

Very truly yours,

CHARLIE BECK
Chief of Police